NEW JERSEY DEPARTMENT OF EDUCATION

SID MANAGEMENT

STUDENT DATA HANDBOOK

VERSION 4.7

State of New Jersey
Department of Education

100 River View Executive Plaza
P.O. Box 500
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FOREWORD

The New Jersey Department of Education is pleased to publish the *2016 SID Management Student Data Handbook v4.7 (Handbook)*. Because quality information requires student data elements that are uniform, consistent and easy to understand, this reference guide defines and maintains a set of standards for educational data. The *SID Management Student Data Handbook* is intended to support the year round management of Statewide Student Identifiers (SID) and is intended for school, district, and state educators who must have data that are reliable and valid over time to make appropriate, cost-effective and timely decisions about student and school performance.

Two documents serve as important models for the continual development of this *Handbook*. Those documents are the *Student Data Handbook for Elementary, Secondary and Early Childhood Education* developed by the U.S. Department of Education's National Center for Education Statistics (NCES) and the *Schools Interoperability Framework Implementation Specification Version 1.51* developed by the Schools Interoperability Framework. Many of the terms and definitions included in this *Handbook* are consistent with those in the two documents.

Revision History

Date	Version	Comment
June 21, 2016	4.7	Added validation rule to GradeLevel and ProgramTypeCode. When reporting a Vocational specific ProgramTypeCodes, GradeLevel must match to specified ProgramTypeCode.
February 17, 2016	4.6	Added Additional Note to LEPProgramStartDate
January 22, 2016	4.5	Updated Error Messages for DistrictEntryDate and SchoolEntryDate. Update made to Retained in Additional Notes.
June 11, 2015	4.4	Added TR as an acceptable value for SchoolExitWithdrawalCode Added REFUSED as an acceptable value for LEPProgramCompletionDate Added Warnings to CummulativeDaysInMembership and CumulativeDaysPresent
June 8, 2015	4.3	Added MilitaryConnectedStudentIndicator
September 17, 2014	4.2	Added clarification to Cumulative Days In Membership.
August 26, 2014	4.1	Update made to data collected in the LEPProgramStartDate and LEPProgramCompletionDate.
July 29, 2014	4.0	Moved the following data element to SID Management from the State Submission: ResidentMunicipalCode Added notes to GradeLevel and ProgramTypeCode. Updated the Definition of Free and Reduced Lunch Status along with

		the definitions of the acceptable values for the data element.
February 10, 2014	3.1	Clarification to the SpecialEducationClassification cross validation rule
December 3, 2013	3.0	Updated validation rules for GradeLevel, SpecialEducationClassification and ProgramTypeCode. Added an Additional Note to SchoolExitWithdrawalCode
September 27, 2013	3.0	Updated the Additional notes and Common Errors section of the Non Public page.
July 2, 2013	3.0	Moved the following data elements to SID Management from the State Submission: ProgramTypeCode LEPProgramStartDate LEPProgramCompletionDate FreeandReducedRateLunchStatus SpecialEducationClassification Tuition ode GradeLevel Retained NonPublic
February 26, 2013	2.2	DistrictEntryDate, SchoolEntryDate, SchoolExitDate, and YearOfGraduation are no longer required if the student is reported as attending a Non Public school.
May 24, 2012	2.1	Proofing revisions made.
April 2, 2012	2.1	SchoolExitWithdrawalCode element has received a new value, parentally place exited. School Codes have been changed to type AlphaNumeric. Definition of StateofBirth revised. Common Errors section added for each element.

Table of Contents

Executive Summary

Accurate, consistent and timely information is necessary to make informed decisions about the performance of New Jersey's school system. The *2016 SID Management Student Data Handbook* was developed to assist school districts in providing education information to the New Jersey Department of Education (NJDOE) in a standardized format to comply with state and federal requirements. For education information to be used effectively, it needs to be identified and captured as a fundamental *data element* or a specific bit of data that can be defined and measured. This *SID Management Student Data Handbook (Handbook)* provides the definition and syntax for these data elements. The standards outlined in the *Handbook* will help produce a consistent body of information upon which all stakeholders can draw.

NJ Standards Measurement and Resource for Teaching (NJ SMART) was developed for three primary reasons. First, New Jersey's public education system must become more evidence-based where progress toward instructional goals are measured, and where the effectiveness and efficiency of educational programs are monitored. To achieve this goal, education data must be collected, managed and reported in a fashion that is more useful, accurate, consistent and timely. Second, major regulatory changes, such as the federal *No Child Left Behind Act* (NCLB) and the *Individuals with Disabilities Education Act* (IDEA), are compelling Local Education Agencies (LEAs) and State Education Agencies (SEAs) to collect greater quantities of data to meet increasingly intensive reporting requirements. The NJDOE hopes to ease this burden over time by maintaining information in a more powerful and flexible way. Third, the NJDOE is committed to becoming more service-oriented to LEAs and the public. By providing better information to LEAs and other stakeholders, and by simplifying the burdensome data reports to the state, the NJDOE hopes to increase administrative efficiency through the use of technology.

Data Elements and Definitions

This *SID Management Student Data Handbook* includes data elements that are currently collected and maintained by schools, districts, and the NJDOE. Not all data elements are relevant to each student (e.g., students born outside of the US will not have a State of Birth). It is important to understand how each definition is implemented. In those situations where the implementation of a definition is not clear it should be reported to NJ SMART so that a collaborative resolution can be reached.

The following information is provided for each data element in the *SID Management Student Handbook*:

Name of Data Element	The data element name used within the NJ SMART system.
NJDOE Number	The numerical identification of the data element, which will remain in effect over time regardless of data elements retired or added.
Definition of Data Element	A brief description of the data element.
Functional, Policy or Legal Description	The rationale for collecting the data element, and how the data element will be used. Other policy and legal implications for its collection.
Is This Data Element Required?	Indication of whether the data element is required for file submission.
Acceptable Values	Indication of the data type, minimum and maximum number of characters permitted, and lists values and ranges accepted for each element.
Validation Checks	Specific data validation that will occur with respect to each data element.
Additional Notes	Additional relevant notes about the data element.
Common Errors	Guidance on how to resolve common errors within NJ SMART.

Privacy and Security

Privacy of student records is required by the Family Educational Rights and Privacy Act (FERPA). FERPA requires state and local education agencies to protect the privacy of education records that contain "information directly related to a student" and which are maintained by an educational agency or institution. Education data stored in NJ SMART qualify as education records within the limits of FERPA. Absent written consent from the parent or student, or a valid court order, FERPA prohibits the release of education records to anyone other than local school officials, or federal and state education agencies with legitimate educational interests for the information

NJDOE takes privacy and security concerns extremely seriously. To ensure confidentiality of student records, NJ SMART is designed with the following features: First, an audit trail of all logins, changes and logouts are recorded for all registered and authorized users. The audit trail allows for early notification of potential security breaches. It also encourages legal and appropriate use of student information since all activities on NJ SMART are monitored. Persons who illegally access or download information will be prosecuted to the fullest extent of the law. Second, information in NJ SMART is segmented or compartmentalized with security rights set up by the district so that only registered and authorized users have access to information where they have a legitimate educational interest.

LocalIdentificationNumber (LID)

Definition of Data Element

A number assigned and maintained by the local school district that is unique for each student in the district and is consistently used by the district across all of its data systems.

Functional, Policy or Legal Description

A local student identifier is assigned by the district and used to track students within a district over time and to keep student information secure and confidential. Districts must assign the Local Identification Number for each student in order to receive a State Identification Number (SID). This provides an additional matching field and an efficient way for NJDOE to provide SIDs to districts. This data element is used to verify the unique identification of the student.

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alphanumeric
Minimum Length: 1
Maximum Length: 20

Validation Checks

- Error will occur if multiple students within the district with the same LID are reported.
- Error will occur if field is left blank.

Additional Notes

- Type and length can vary based on a series of numbers and letters used by a school district. A student's LID must be unique throughout the student's enrollment in the district. For school districts without a LID, a LID scheme must be created and assigned for all students so that DOE can uniquely identify all students in a particular district.
- For a LID that includes leading zeros, be sure when extracting and storing the data for transmission that the zeros are maintained. This is accomplished by creating the field as an alphanumeric data element.
- It is important that for confidentiality purposes, the local identification numbers do not contain any embedded meaning linked to student-specific information.
- This field is mandatory for all Non-Public students.

Common Errors

Error Message: Student with the same LID exists in the LEA.
Resolution: Determine which student record should have that LID number. For the student with the incorrect LID, do a partial file upload with the correct LID number and it will overwrite the previous LID number.

Definition of Data Element

A unique number assigned and maintained by the New Jersey Department of Education that is unique for each student over time and across districts.

Functional, Policy or Legal Description

In order to track students within and across districts over time, NJDOE will assign a unique 10-digit number to all students enrolled in New Jersey public schools. After the initial assignment of identification numbers, districts will be required to verify or obtain an identification number whenever a new student enrolls in the district.

SID will be a new number assigned by NJ SMART. The initial batch assignment of the SID occurred in March 2007. After initial assignment, districts must use the SID on all student-level data submitted to the New Jersey Department of Education and annually resolve all duplicate students within the district prior to the beginning of the school year.

Is this Data Element Required?

Field is mandatory for all students. Leave this field blank for students that have not been issued a SID. When submitted, a new unique SID will be generated and issued for this student.

Acceptable Values

Type: Numeric
Minimum Length: 10
Maximum Length: 10

Validation Checks

- SIDs must be valid 10-digit state identification numbers as issued by NJ SMART.

Additional Notes

- All submission files must include SIDs for students who have had SIDs issued.
- This field is mandatory for all Non-Public students.

Common Errors

Error Message: Number is not a valid issued SID.
Resolution: Click the Edit button then click the SID number. Next, highlight the number and delete the SID leaving the field blank then click on the Update button. The system will find the correct SID number for the student. If a SID is not found, a new unique SID will be assigned.

Error Message: Field cannot be left blank for records submitted with an Inactive Status.
Resolution: Click on the Edit button and fill in the SID number for the student and click on the Update button.

FirstName

Definition of Data Element

A name given to an individual at birth, baptism, another naming ceremony, or through legal change. This data element must correspond to the child's birth certificate or other legal documentation.

Functional, Policy or Legal Description

This data element is used to verify the unique identification of the student.

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 30

Validation Checks

- Periods are not accepted in the FirstName field. Other special characters such as apostrophes and hyphens are accepted.
- An error will occur if field is left blank.

Additional Notes

- No nicknames or abbreviated names should be reported.
- First name and last name must be reported as separate fields.
- This field is mandatory for all Non-Public students.

Common Errors

Error Message: Field contains an invalid character or exceeds 30 characters.

Resolution: This field also cannot have more than 30 characters or contain periods. If the student's name has more than 30 characters or has periods in the FirstName field, click Edit on the student's record page; make the necessary changes in the FirstName field, then select Update.

MiddleName

Definition of Data Element

A secondary name given to an individual at birth, baptism, or during another naming ceremony, or through legal change. This data element must correspond to the child's birth certificate or other legal documentation.

Functional, Policy or Legal Description

This data element is used to verify the unique identification of the student.

Is this Data Element Required?

Field is optional for all students.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 30

Validation Checks

- First Name, Middle Name, and Last Name must be reported as three separate fields. Middle initial (period is not permitted) or full middle name is acceptable.

Additional Notes

- While Middle Name is an optional field, if the district maintains this data element it should be reported to support unique identification of the student.

Common Errors

Error Message: Field contains an invalid character or exceeds 30 characters.

Resolution: This field cannot have more than 30 characters and periods are not accepted. If the student's name has more than 30 characters or periods in the FirstName field, click Edit on the student's record page, make the necessary changes in the FirstName field, then select Update.

LastName

Definition of Data Element

The name borne in common by members of a family. This data element must correspond to the child's birth certificate or other legal documentation.

Functional, Policy or Legal Description

This data element is used to verify the unique identification of the student.

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 50

Validation Checks

- Periods are not accepted in the LastName field. Other special characters such as apostrophes and hyphens are accepted.

Additional Notes

- First name and last name must be reported as separate fields.
- Students with multiple last names should include multiple last names in this field. Hyphens are acceptable if they are part of the student's legal name; place both last names in this field. Example: Jenny R. Smith-Jones would be input as the last name "Smith-Jones" while John F. Davis Smyth would be would be input as the last name "Davis Smyth". First name and last name must be reported as separate fields.
- This field is mandatory for all Non-Public students.

Common Errors

Error Message: Field contains an invalid character or exceeds 50 characters.
Resolution: This field also cannot have more than 50 characters and periods are not accepted. If the student's name has more than 50 characters or periods in the LastName field, select Edit on the student's record page, make the necessary changes in the LastName field, then select Update.

Definition of Data Element

An appendage, if any, used to denote an individual's generation in his family (e.g., Jr, Sr, III). This data element must correspond to the child's birth certificate or other legal documentation.

Functional, Policy or Legal Description

This data element is used to verify the unique identification of the student.

Is this Data Element Required?

Field is optional for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 3

Validation Checks

- No punctuation should be included.

Additional Notes

- Leave *NULL* if not available or does not exist.
- While Generation Code/Suffix is an optional data element, the district should use this data element to differentiate among students who would otherwise have the same name and birth information such as twins, triplets, *etc.*

Common Errors

N/A

Gender

Definition of Data Element

The student's gender.

Functional, Policy or Legal Description

This data element is used to verify the unique identification of the student.

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 1

M = Male
F = Female

Validation Checks

- Gender should be specified as: "F" for Female, "M" for Male.
- Error will occur if field is LEFT BLANK.

Additional Notes

- This field is mandatory for all Non-Public students.

Common Errors

N/A

DateOfBirth

Definition of Data Element

The year, month and day on which an individual was born. This data element must correspond to the child's birth certificate or other legal documentation.

Functional, Policy or Legal Description

This data element is used to verify the unique identification of the student.

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Date
Minimum Length: 8
Maximum Length: 8

Validation Checks

- Error will occur if format does not include a four digit year followed by a zero-filled two position month, followed by a zero-filled two position day (i.e. 20010128).
- Error will occur if data element falls outside of reasonable parameters (i.e. date occurs in future, date ages student outside legal limits of education system).

Additional Notes

- Date must be in YYYYMMDD format. Do not include any separators such as "/" or "-".
- This field is mandatory for all Non-Public students.

Common Errors

CityOfBirth

Definition of Data Element

The name of the city or town (or comparable unit) in which the student was born. This data element should correspond to the child's birth certificate or other legal documentation.

Functional, Policy or Legal Description

This data element is used to verify the unique identification of the student

Is this Data Element Required?

Field is mandatory for all US-born students. Field is optional for all foreign-born students.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 30

Validation Checks

- An error will occur if CityOfBirth, StateOfBirth, and CountryOfBirth are left NULL, for a student. For US-born students, CityOfBirth and StateOfBirth are required. For foreign-born students CountryOfBirth is required and CityOfBirth is optional. StateOfBirth must be left NULL for foreign-born students
- An error will occur if punctuation is included in CityOfBirth

Additional Notes

- This attribute should contain the name of the city where the student was born (typically recorded on a birth certificate or passport). The city may be within the US or any country. Do not include country of birth or state of birth in this field. Do not include any abbreviations.
- This field is optional for all Non-Public students.

Common Errors

Error Message: When State of Birth has a value, City of Birth cannot be left blank.
Resolution: City of Birth must have a value or be left blank with the checkbox filled in for Parent/Guardian refuses to provide birth place information.

StateOfBirth

Definition of Data Element

The name of the state in which the student was born. This data element should correspond to the child's birth certificate or other legal documentation.

Functional, Policy or Legal Description

New Jersey Administrative Code (NJAC 6:3)

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha
Minimum Length: 2
Maximum Length: 2

AL = ALABAMA	MS = MISSISSIPPI
AK = ALASKA	MO = MISSOURI
AS = AMERICAN SAMOA	MT = MONTANA
AZ = ARIZONA	NE = NEBRASKA
AR = ARKANSAS	NV = NEVADA
CA = CALIFORNIA	NH = NEW HAMPSHIRE
CO = COLORADO	NJ = NEW JERSEY
CT = CONNECTICUT	NM = NEW MEXICO
DE = DELAWARE	NY = NEW YORK
DC = DISTRICT OF COLUMBIA	NC = NORTH CAROLINA
FM = FEDERATED STATES OF MICRONESIA	ND = NORTH DAKOTA
FL = FLORIDA	MP = NORTHERN MARIANA ISLANDS
GA = GEORGIA	OH = OHIO
GU = GUAM	OK = OKLAHOMA
HI = HAWAII	OR = OREGON
ID = IDAHO	PW = PALAU
IL = ILLINOIS	PA = PENNSYLVANIA
IN = INDIANA	PR = PUERTO RICO
IA = IOWA	RI = RHODE ISLAND
KS = KANSAS	SC = SOUTH CAROLINA
KY = KENTUCKY	SD = SOUTH DAKOTA
LA = LOUISIANA	TN = TENNESSEE
ME = MAINE	TX = TEXAS
MH = MARSHALL ISLANDS	UT = UTAH

MD = MARYLAND	VT = VERMONT
MA = MASSACHUSETTS	VI = VIRGIN ISLANDS
MI = MICHIGAN	VA = VIRGINIA
MN = MINNESOTA	WA = WASHINGTON
WV = WEST VIRGINIA	**Military "States"**
WI = WISCONSIN	AE = Armed Forces Africa
WY = WYOMING	AA = Armed Forces Americas (except Canada)
	AE = Armed Forces Canada
	AE = Armed Forces Europe
	AE = Armed Forces Middle East
	AP = Armed Forces Pacific

Validation Checks

- An error will occur if CityOfBirth, StateOfBirth, and CountryOfBirth are all left *NULL* for a student. For US-born students, CityOfBirth and StateOfBirth are required. For foreign-born students CountryOfBirth is required and CityOfBirth is optional. StateOfBirth must be left *NULL* for foreign-born students.
- Codes listed above must be used or error will occur.

Additional Notes

- No state should be listed for foreign-born students, except for students from AS, FM, GU, MH, MP, PW, PR, and VI.
- This field is optional for all Non-Public students.

Common Errors

Error Message: Field cannot be left blank for a US-born student.

Resolution: Field must be filled in if City of Birth is filled in otherwise the checkbox must be checked indicating Parent/Guardian refuses to provide birthplace information.

CountryOfBirth

Definition of Data Element

The name of the country in which an individual was born. This data element should correspond to the child's birth certificate or other legal documentation.

Functional, Policy or Legal Description

This data element is used to verify the unique identification of the student.

Is this Data Element Required?

Field is mandatory for all foreign-born students. Not required for US-born students.

Acceptable Values

Type: Numeric

Minimum Length: 4

Maximum Length: 4

For a current list of NCES Country Codes please refer to the *NJ SMART Country Codes* document:

http://www.nj.gov/education/njsmart/download/ref/

Validation Checks

- An error will occur if CityOfBirth, StateOfBirth, and CountryOfBirth are all left *NULL* for a student. For US-born students, CityOfBirth and StateOfBirth are required. For foreign-born students CountryOfBirth is required and CityOfBirth is optional. StateOfBirth must be left *NULL* for foreign-born students.
- Codes must conform to the NCES list cited above or an error will occur.

Additional Notes

- Enter country of birth as it appears on a birth certificate or other legal document presented at time of enrollment. Do not include the foreign city of birth in this field; it should be entered in the CityOfBirth field if available. Foreign born students must have a country of birth listed but do not require CityOfBirth or StateofBirth.
- This field is optional for all Non-Public students.

Common Errors

Error Message: City Of Birth, State Of Birth and Country Of Birth cannot all be blank.

Resolution: Field must be filled in if City of Birth and State of Birth are filled in otherwise the checkbox must be checked indicating Parent/Guardian refuses to provide birthplace information.

Ethnicity

Definition of Data Element

The ethnic category which most clearly reflects the individual's recognition of his or her community or with which the individual identifies.

Functional, Policy or Legal Description

The categories reflect the revised Standards for the Classification of Federal Data on Race and Ethnicity by the US Office of Management and Budget – Statistical Policy Directive No. 15 (1997). The revised standards have two categories for data on ethnicity. The revised Standards are the following:

Revised US OMB Directive No. 15 (1997)
Hispanic or Latino
Not Hispanic or Latino

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 1

Y = Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American,
or other Spanish culture or origin, regardless of race.
N = Not Hispanic or Latino

Validation Checks

- An error will occur if field is left blank.
- Only "Y" or "N" responses will be accepted. Each student must have a Y or an N response.

Additional Notes

- If positive identification of Hispanic or Latino is not possible, "N" should be entered.
- If Ethnicity = "N," at least one Race category must be identified as "Y."
- This field is mandatory for all Non-Public students.

Common Errors

Error Message: Field must have a value of Y or N.
Resolution: This field is to identify if the student is Hispanic or Latino. If No is indicated at least one Race field needs to have a Yes filled in. If Yes is indicated you will still be required to fill in all of the Race fields with a No.

RaceAmericanIndian

Definition of Data Element

The racial category, which clearly reflects the individual's recognition of his or her community or with which the individual most identifies. More than one race category may be reported for an individual.

Functional, Policy or Legal Description

The categories reflect the revised Standards for the Classification of Federal Data on Race and Ethnicity by the US Office of Management and Budget – Statistical Policy Directive No. 15 (1997). The revised standards have five minimum categories for data on race and two categories for data on ethnicity. More than one race category may be reported for an individual. The revised Standards are the following:

Revised US OMB Directive No. 15 (1997)

American Indian or Alaska Native	Black or African American
Asian	Native Hawaiian or Other Pacific Islander
White	

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 1

Y = Yes to American Indian or Alaska Native - A person having origins in any of the original people of North and South America (including Central America) and who maintains a tribal affiliation or community attachment.
N = No to American Indian or Alaska Native.

Validation Checks

- An error will occur if field is left blank.
- Only "Y" or "N" responses will be accepted. Each student must have a Y or an N response.

Additional Notes

- Multiple race categories may be identified for a student. All race categories that are not applicable to a student should be marked as "N".
- This field is mandatory for all Non-Public students.

Common Errors

Error Message: Field cannot be left blank.
Resolution: Field needs to be filled in with a "Y" or "N" value.

Definition of Data Element

The racial category, which clearly reflects the individual's recognition of his or her community or with which the individual most identifies. More than one race category may be reported for an individual.

Functional, Policy or Legal Description

The categories reflect the revised Standards for the Classification of Federal Data on Race and Ethnicity by the US Office of Management and Budget – Statistical Policy Directive No. 15 (1997). The revised standards have five minimum categories for data on race and two categories for data on ethnicity. More than one race category may be reported for an individual. The revised Standards are the following:

Revised US OMB Directive No. 15 (1997)

American Indian or Alaska Native	Black or African American
Asian	Native Hawaiian or Other Pacific Islander
White	

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 1

Y = Yes to Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
N = No to Asian.

Validation Checks

- An error will occur if field is left blank.
- Only "Y" or "N" responses will be accepted. Each student must have a Y or an N response.
- This field is mandatory for all Non-Public students.

Additional Notes

- Multiple race categories may be identified for a student. All race categories that are not applicable to a student should be marked as "N".

Common Errors

Error Message: Field cannot be left blank.
Resolution: Field needs to be filled in with a "Y" or "N" value.

Definition of Data Element

The racial category, which clearly reflects the individual's recognition of his or her community or with which the individual most identifies. More than one race category may be reported for an individual.

Functional, Policy or Legal Description

The categories reflect the revised Standards for the Classification of Federal Data on Race and Ethnicity by the US Office of Management and Budget – Statistical Policy Directive No. 15 (1997). The revised standards have five minimum categories for data on race and two categories for data on ethnicity. More than one race category may be reported for an individual. The revised Standards are the following:

Revised US OMB Directive No. 15 (1997)

American Indian or Alaska Native	Black or African American
Asian	Native Hawaiian or Other Pacific Islander
White	

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 1

Y = Yes to Black or African American - A person having origins in any of the black racial groups of Africa.
N = No to Black or African American.

Validation Checks

- An error will occur if field is left blank.
- Only "Y" or "N" responses will be accepted. Each student must have a Y or an N response.

Additional Notes

- Multiple race categories may be identified for a student. All race categories that are not applicable to a student should be marked as "N".
- This field is mandatory for all Non-Public students.

Common Errors

Error Message: Field cannot be left blank.
Resolution: Field needs to be filled in with a "Y" or "N" value.

Definition of Data Element

The racial category, which clearly reflects the individual's recognition of his or her community or with which the individual most identifies. More than one race category may be reported for an individual.

Functional, Policy or Legal Description

The categories reflect the revised Standards for the Classification of Federal Data on Race and Ethnicity by the US Office of Management and Budget – Statistical Policy Directive No. 15 (1997). The revised standards have five minimum categories for data on race and two categories for data on ethnicity. More than one race category may be reported for an individual. The revised Standards are the following:

Revised US OMB Directive No. 15 (1997)

American Indian or Alaska Native	Black or African American
Asian	Native Hawaiian or Other Pacific Islander
White	

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 1

Y = Yes to Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
N = No to Native Hawaiian or Other Pacific Islander.

Validation Checks

- An error will occur if field is left blank.
- Only "Y" or "N" responses will be accepted. Each student must have a Y or an N response.

Additional Notes

- Multiple race categories may be identified for a student. All race categories that are not applicable to a student should be marked as "N".
- This field is mandatory for all Non-Public students.

Common Errors

Error Message: Field cannot be left blank.
Resolution: Field needs to be filled in with a "Y" or "N" value.

Definition of Data Element

The racial category, which clearly reflects the individual's recognition of his or her community or with which the individual most identifies. More than one race category may be reported for an individual.

Functional, Policy or Legal Description

The categories reflect the revised Standards for the Classification of Federal Data on Race and Ethnicity by the US Office of Management and Budget – Statistical Policy Directive No. 15 (1997). The revised standards have five minimum categories for data on race and two categories for data on ethnicity. More than one race category may be reported for an individual. The revised Standards are the following:

Revised US OMB Directive No. 15 (1997)

American Indian or Alaska Native	Black or African American
Asian	Native Hawaiian or Other Pacific Islander
White	

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 1

Y = Yes to White - A person having origins of the original peoples of Europe, the Middle East or North Africa.
N = No to White.

Validation Checks

- An error will occur if field is left blank.
- Only "Y" or "N" responses will be accepted. Each student must have a Y or an N response.

Additional Notes

- Multiple race categories may be identified for a student. All race categories that are not applicable to a student should be marked as "N".
- This field is mandatory for all Non-Public students.

Common Errors

Error Message: Field cannot be left blank.
Resolution: Field needs to be filled in with a "Y" or "N" value.

Definition of Data Element

The student's current enrollment status.

Functional, Policy or Legal Description

NJDOE, Division of Finance

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 1

A = Active
I = Inactive

Validation Checks

- All students with status = "I" require SchoolExitDate, SchoolExitWithdrawalCode, CumulativeDaysInMembership, CumulativeDaysPresent, and CumulativeDaysTowardsTruancy to be filled in or error will occur.
- An error will occur if field is left blank.

Additional Notes

- A descriptor for the current status of the student as a member of the district. A student is either an 'Active' or 'Inactive' student. Active students are those who are kept on the current roster of the district, including special education classified students who are "sent" to other districts or specialized placements. Inactive students are students who are no longer attending the district or have left for some reason.
- This field is mandatory for all Non-Public students.

Common Errors

Error Message: Field must have a value of A or I.
Resolution: Status must indicate either A (Active) or I (Inactive)

Error Message: Inactive students must have a School Exit Date and School Exit Withdrawal Code.
Resolution: Click on the Edit button and input the appropriate values for the student then click Update.

EnrollmentType

Definition of Data Element

The amount of the school day a student is in attendance at the school listed as "attending school" for the student.

Functional, Policy or Legal Description

NJDOE, Division of Finance

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 1

F = Full-time (a student that is attending the school for more than one half of the school day)
S= Shared-time (a student that is attending the school for one half of the school day or less)

Validation Checks

- An error will occur if field is left blank.

Additional Notes

- For shared time students, the attending school cannot be the same as the receiving school. Please refer to the *Reporting Responsibilities* document:
  http://www.nj.gov/education/njsmart/download/ref/
- This field is mandatory for all Non-Public students.

Common Errors

Error Message: Field can only have a value of S if student is shared-time between a regular school and a vocational school.
Resolution: Enrollment Type **cannot** have a value of S if County, District, and School Code Attending is not a CDS code listed as a County Vocational School in the *NJ SMART County, District, School Code* document. (**Note:** If student is attending a Private School for Disabled half of the day the Enrollment Type should be "F" and the Attending Code should indicate the school they are attending.)

CountyCodeResident

NJDOE Number

22

Definition of Data Element
The New Jersey county in which the student resides.

Functional, Policy or Legal Description
NJDOE, Division of Finance

Is this Data Element Required?
Field is mandatory for all students.

Acceptable Values

Type: Alpha
Minimum Length: 2
Maximum Length: 2

For County Codes, please refer to the *NJ SMART County District School Codes* document:
https://www.njsmart.org

Validation Checks

- Codes must conform to codes listed or error will occur.
- An error will occur if field is left blank.

Additional Notes

- If the student resides in a state outside of New Jersey, enter the appropriate Out-of-State school code. If the school codes for the Out-of-State school are not listed in the posted document, use ZZ as the county code, 0000 as the district code, and 000 as the school code.
- This field is mandatory for all Non-Public students.

Common Errors

Error Message: Combination of County, District, and School Code is not valid or combination is not a valid resident school.
Resolution: Check the *County, District, School Code* document for the valid codes on the Regular Resident Schools tab.

DistrictCodeResident

Definition of Data Element

The resident district of the student. The code is unique to the district.

Functional, Policy or Legal Description

NJDOE, Division of Finance

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 4

Maximum Length: 4

For District Codes, please refer to:

https://www.njsmart.org

Validation Checks

- Codes must conform to codes listed or error will occur.
- An error will occur if field is left blank.

Additional Notes

- If the student resides in a state outside of New Jersey, enter the appropriate Out-of-State school code. If the school codes for the Out-of-State school are not listed in the posted document, use ZZ as the county code, 0000 as the district code, and 000 as the school code.
- This field is mandatory for all Non-Public students.

Common Errors

Error Message: Combination of County, District, and School Code is not valid or combination is not a valid resident school.

Resolution: Check the *County, District, School Codes* document for the valid codes on the Regular Resident Schools tab.

SchoolCodeResident

NJDOE Number

24

Definition of Data Element

The resident school in which a student would attend based upon their permanent or other home address. This school code is unique for each school within each district.

Functional, Policy or Legal Description

NJDOE, Office of Special Education

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: AlphaNumeric
Minimum Length: 3
Maximum Length: 3

For School Codes, please refer to the *County, District, School Codes* document:
https://www.njsmart.org

Validation Checks

- Codes must conform to codes listed or error will occur.
- An error will occur if field is left blank.

Additional Notes

- Only school codes designated for regular public schools can be used for School Code Resident.
- If the student resides in a state outside of New Jersey, enter the appropriate Out-of-State school code. If the school codes for the Out-of-State school are not listed in the posted document, use ZZ as the county code, 0000 as the district code, and 000 as the school code.
- This field is mandatory for all Non-Public students.

Common Errors

Error Message: Combination of County, District, and School Code is not valid or combination is not a valid resident school.
Resolution: Check the County, District, School Code document for the valid codes on the Regular Resident Schools tab.

NJ SMART SID Management Student Data Handbook v.4.7   June, 2016   *32*

DistrictEntryDate

Definition of Data Element

The year, month, and day on which a student is enrolled in the district.

Functional, Policy or Legal Description

NJDOE, No Child Left Behind Act of 2001

This element is used for monitoring enrollment and mobility of students. Used in the determination of time in district for AYP purposes.

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Date
Minimum Length: 8
Maximum Length: 8

Validation Checks

- Date must be in YYYYMMDD format.
- An error will occur if field is left blank.

Additional Notes

- This date represents the first date of attendance for the student (as opposed to registration date). In the case of students who have entered, left, and re-entered the district, this date represents the most **recent** entry date into the district.
- This is **not** necessarily the first day of school each school year for every student.
- This field is optional for Non-Public students.
- Preschool students being referred for special services should have their date of referral as the DistrictEntryDate.

Common Errors

Error Message: Date cannot be in the future.
Resolution: District Entry Date cannot be a date after the current date the data is being entered. **The exception to this is a date entered between 20150806 and 20150915**. No error will occur for dates entered within these parameters.

Error Message: District Entry Date cannot be after School Entry Date.
Resolution: Click on the Edit button and indicate the correct date for this student then click on the Update button.

CountyCodeReceiving

Definition of Data Element

The New Jersey county in which the student is received in a sending/receiving relationship.

Functional, Policy or Legal Description

NJDOE, Division of Finance, Office of Special Education.

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha
Minimum Length: 2
Maximum Length: 2

For County Codes, please refer to the *County, District, School Codes* document:
https://www.njsmart.org

Validation Checks

- Codes must conform to codes listed or error will occur.
- An error will occur if field is left blank.

Additional Notes

- The Receiving school may often be the same as the Attending school information.
- Example: A student residing in a K-8 district, but is in 9th grade or above and is also placed out-of-district for Special Education, will have the resident code corresponding to the place where the student resides. The attending codes correspond to the district where the student is physically attending school. The receiving codes correspond to the district that receives the student from a K-8 district, but sends the student out-of-district for special services.
- If the Receiving school is in a state outside of New Jersey, enter the appropriate Out-of-State school code. If the school codes for this Out-of-State receiving school are not listed in the posted document, use ZZ as the county code, 0000 as the district code, and 000 as the school code.
- This field is mandatory for all Non-Public students.

Common Errors

Error Message: Combination of County, District, and School Code is not valid or combination is not a valid receiving school.
Resolution: Check the *County, District, School Codes* document for the valid codes.

DistrictCodeReceiving

Definition of Data Element

The receiving district of the student in a sending/receiving relationship.

Functional, Policy or Legal Description

NJDOE, Division of Finance, Office of Special Education.

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha
Minimum Length: 4
Maximum Length: 4

For District Codes, please refer to the *County, District, School Codes* document:
https://www.njsmart.org

Validation Checks

- Codes must conform to codes listed or error will occur.
- An error will occur if field is left blank.

Additional Notes

- The Receiving school may often be the same as the Attending school information.
- Example: A student residing in a K-8 district, but is in 9th grade or above and is also placed out-of-district for Special Education, will have the resident code corresponding to the place where the student resides. The attending codes correspond to the district where the student is physically attending school. The receiving codes correspond to the district that receives the student from a K-8 district, but sends the student out-of-district for special services.
- If the Receiving school is in a state outside of New Jersey, enter the appropriate Out-of-State school code. If the school codes for this Out-of-State receiving school are not listed in the posted document, use ZZ as the county code, 0000 as the district code, and 000 as the school code.
- This field is mandatory for all Non-Public students.

Common Errors

Error Message: Combination of County, District, and School Code is not valid or combination is not a valid receiving school.
Resolution: Check the *County, District, School Codes* document for the valid codes.

SchoolCodeReceiving

NJDOE Number

66

Definition of Data Element

The receiving school in a sending – receiving relationship. This school code is unique for each school within each district.

Functional, Policy or Legal Description

NJDOE, Division of Finance, Office of Special Education.

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: AlphaNumeric
Minimum Length: 3
Maximum Length: 3

For School Codes, please refer to the *County, District, School Codes* document:
https://www.njsmart.org

Validation Checks

- Codes must conform to codes listed or error will occur.
- Error will occur if school codes designated for Other or Non-operational schools are used for School Code Receiving.
- An error will occur if field is left blank.

Additional Notes

- The Receiving school may often be the same as the Attending school information.
- Example: A student residing in a K-8 district, but is in 9th grade or above and is also placed out-of-district for Special Education, will have the resident code corresponding to the place where the student resides. The attending codes correspond to the district where the student is physically attending school. The receiving codes correspond to the district that receives the student from a K-8 district, but sends the student out-of-district for special services.
- If the Receiving school is in a state outside of New Jersey, enter the appropriate Out-of-State school code. If the school codes for this Out-of-State receiving school are not listed in the posted document, use ZZ as the county code, 0000 as the district code, and 000 as the school code.
- This field is mandatory for all Non-Public students.

Common Errors

Error Message: Combination of County, District, and School Code is not valid or combination is not a valid receiving school.
Resolution: Check the *County, District, School Codes* document for the valid codes.

NJ SMART SID Management Student Data Handbook v.4.7   June, 2016   *36*

CountyCodeAttending

Definition of Data Element

The county in which the student is attending school.

Functional, Policy or Legal Description

NJDOE, Division of Finance.

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha
Minimum Length: 2
Maximum Length: 2

For County Codes, please refer to the *County, District, School Codes* document:
https://www.njsmart.org

Validation Checks

- Codes must conform to codes listed or error will occur.
- An error will occur if field is left blank.

Additional Notes

- If the Attending school is in a state outside of New Jersey, enter the appropriate Out-of-State school code. If the school codes for this Out-of-State receiving school are not listed in the posted document, use ZZ as the county code, 0000 as the district code, and 000 as the school code.
- This field is mandatory for all Non-Public students.

Common Errors

Error Message: Combination of County, District, and School Code is not valid or combination is not a valid attending school.
Resolution: Check the *County, District, School Codes* document for the valid codes.

DistrictCodeAttending

Definition of Data Element

The district in which the student is currently attending.

Functional, Policy or Legal Description

NJDOE, Division of Finance.

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 4

Maximum Length: 4

For District Codes, please refer to the *County, District, School Codes* document:

https://www.njsmart.org

Validation Checks

- Codes must conform to codes listed or error will occur.
- An error will occur if field is left blank.

Additional Notes

- If the Attending school is in a state outside of New Jersey, enter the appropriate Out-of-State school code. If the school codes for this Out-of-State attending school are not listed in the posted document, use ZZ as the county code, 0000 as the district code, and 000 as the school code.
- This field is mandatory for all Non-Public students.

Common Errors

Error Message: Combination of County, District, and School Code is not valid or combination is not a valid attending school.

Resolution: Check the *County, District, School Code* document for the valid codes.

Definition of Data Element

The school in which a student is attending. This school code is unique for each school within each district.

Functional, Policy or Legal Description

NJDOE, Division of Finance.

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: AlphaNumeric

Minimum Length: 3

Maximum Length: 3

For School Codes, please refer to the *County, District, School Codes* document:

https://www.njsmart.org

Validation Checks

- Codes must conform to codes listed or error will occur.
- An error will occur if field is left blank.

Additional Notes

- If the Attending school is in a state outside of New Jersey, enter the appropriate Out-of-State school code. If the school codes for this Out-of-State attending school are not listed in the posted document, use ZZ as the county code, 0000 as the district code, and 000 as the school code.
- Error will occur if school codes designated for Other or Non-operational schools are used for School Code Attending.
- This field is mandatory for all Non-Public students.

Common Errors

Error Message: Combination of County, District, and School Code is not valid or combination is not a valid attending school.

Resolution: Check the *County, District, School Code* document for the valid codes.

YearOfGraduation

Definition of Data Element
The projected year of the student's **high school** graduation.

Functional, Policy or Legal Description
This data element is used to establish the foundation for cohort tracking in support of graduation rate calculation.

Is this Data Element Required?
Field is mandatory for all active students.

Acceptable Values
Type: Date **Minimum Length:** 4 **Maximum Length:** 4

Validation Checks

- Date must be in YYYY format.

Additional Notes

- Date must correspond to when the student is expected to graduate **high school**; date should not be for when the student is expected to complete elementary or middle school.
- This field is optional for Non-Public students.

Common Errors

Error Message: Date must be in YYYY format.

Resolution: Click on the Edit button and input the date in the correct format removing any separators.

SchoolEntryDate

Definition of Data Element

The year, month, and day on which a student is enrolled in their attending school.

Functional, Policy or Legal Description

NJDOE, No Child Left Behind Act of 2001

This element is used for monitoring enrollment and mobility of students. This element is used in the determination of time in school for AYP purposes.

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Date
Minimum Length: 8
Maximum Length: 8

Validation Checks

- Date must be in YYYYMMDD format.
- An error will occur if field is left blank.

Additional Notes

- This date represents the first date of attendance for the student (as opposed to registration date). In the case of students who have entered, left, and re-entered the school, this date represents the most **recent** entry date into the school.
- This is **not** necessarily the first day of school each school year for each student. School Entry Date does not reset at the first day of each new school year; it remains the same date for as long as the student remains Active within the school.
- This field is optional for Non-Public students.
- Preschool students being referred for special services should have their date of referral as the SchoolEntryDate.

Common Errors

Error Message: Date cannot be in the future.
Resolution: School Entry Date cannot be a date after today's date. **The exception to this is a date entered between 20150806 and 20150915**. No error will occur for dates entered within these parameters.

Error Message: School Entry Date cannot be before District Entry Date.
Resolution: Click on the Edit button and indicate the correct date for the student then click on the Update button.

SchoolExitDate

Definition of Data Element

The year, month, and day of the first day after the date of a student's last attendance in a school.

Functional, Policy or Legal Description

New Jersey Administrative Code (NJAC 6:3)

Is this Data Element Required?

Field is mandatory for all **INACTIVE** students.

Acceptable Values

Type: Date
Minimum Length: 8
Maximum Length: 8

Validation Checks

- Date must be in YYYYMMDD format.
- Error will occur if field is left *NULL* for an INACTIVE student.
- Error will occur if SchoolExitDate is listed without a SchoolExitWithdrawalCode.

Additional Notes

- Field should be left *NULL* for ACTIVE students.
- This field is optional for Non-Public students.

Common Errors

Error Message: Active Student cannot have a School Exit Date.
Resolution: If the student is Inactive, click on the Edit button and change the status from A to I and click update. If the student is Active, delete the School Exit Date and click update.

SchoolExitWithdrawalCode

Definition of Data Element

Describes the type of exit/withdrawal of a student from a school. This code is one of the transfer or dropout codes described in the school register.

Functional, Policy or Legal Description

N.J.A.C. 6:3. NJDOE, Division of Finance

Is this Data Element Required?

Field is mandatory for all **INACTIVE** students.

Acceptable Values

Type: Alphanumeric
Minimum Length: 1
Maximum Length: 3

T3 = Transfer to a nonpublic school within the state – A student transferred to a nonpublic school within the state.

T4 = Transfer to any public school outside the district – A student transferred to any other public school outside the district and within the state.

T6 = Transfer to a state or county institution for incarceration – A student transferred to a state of county institution where individual instruction will be provided by the institution.

T7 = Transfer to a state or county institution for treatment of a physical, mental or emotional disability – A student transferred to a state or county institution where individual instruction will be provided by the institution.

T8 = Transfer out of the state or country – A student transferred to a public or nonpublic school or institution out of the state or country.

T9 = Transfer to parental instruction – A student transferred to an equivalent program of instruction provided by parents.

TC = Transfer to charter school – A student transferred to charter school upon official notification of attendance.

TR – Transfer to a renaissance school – A student transferred to a renaissance school upon official notice of attendance.

TD = Transfer to choice school – A student transferred to an approved choice school.

TA = Transfer to alternative adult education for high school diploma – The student must be 20 years of age or younger.

TP = Transfer to a private facility. A student transferred to a private facility where individual instruction is provided by the facility.

D1 = Expulsion by the board of education – A student who is ordered to leave school based on a legal action by the board of education.

D2 = Incarceration – A legal action which placed the student in the custody of a state or county institution.

D3 = Dropout: Physical, mental or emotional disability – A student who ceases to attend due to a physical, mental or emotional disability who is not transferring to a state or county institution for individual instruction in order to continue or complete the prescribed program of studies for graduation.

D4 = Dropout: Dissatisfied with school – A student who ceases to attend because of a behavioral or academic difficulty before completing the prescribed program of studies for graduation. The reasons include difficult student/staff relationships, lack of appropriate curriculum, or dislike of one or more aspects of the school experience.

D5 = Dropout: Economic necessity and/or entered employment – A student who ceases to attend school for economic or employment reasons before completing the prescribed program of studies for graduation. The reasons may be one or more of the following: needed at home, encouraged by parents to leave school, inability to pay expenses associated with school attendance, seeking employment or had accepted employment.

D6 = Dropout: Married and/or pregnant – A student who ceases to attend because of marriage or pregnancy before completing the prescribed program of students for graduation.

D7 = Dropout: New residence, school status unknown – A student who requested a transfer to a new school for relocation to a new residence but whose school status is unknown because the student did not attend the new school.

D8 = Dropout: Reason Unknown – A student who ceases to attend, is absent for more than ten days and whose whereabouts and school status is unknown.

D9 = Death of a student.

D10 = Not of legal school age – A preschool student is no longer attending school because of a preschool handicap declassification or a child whose age is below the compulsory attendance age ceases to attend for any reason.

D11 = Reached maximum age – A student cannot continue his/her education in a public school for the following school year if they have reached the age of 21.

L = Graduation – The code is used to officially remove a student from the register because the required program of instruction for graduation has been completed. This code only applies to students graduating from High School.

PPE = Parentally Placed Exited – This code is used for a student who was parentally placed in a sectarian or non-sectarian private school within the submitting district and was eligible for special education and related services.   The code should be used when the student is no longer eligible for special education and related services or is no longer attending the sectarian/ non-sectarian school within the submitting district.

Validation Checks

- Codes must conform to NJDOE codes above or error will occur.
- Error will occur if field is left *NULL* for an INACTIVE student.
- Error will occur if SchoolExitWithdrawalCode is listed without a SchoolExitDate.

Additional Notes

- T1 is NOT a valid code for NJ SMART submission. T5 is NOT a valid NJDOE code at this time. T2 is no longer a valid code to be used for NJ SMART.
- This field is mandatory for all Non-Public students.
- T9 should be reported if a student transfers out of state and it is known that they will be homeschooled outside of New Jersey.

Common Errors

Error Message: Field must be left blank for an Active student.

Resolution: If the student is Inactive, click on the Edit button and change the status from "A" to "I" then click Update.

CumulativeDaysInMembership

Definition of Data Element

The number of school days in session that have occurred from the time that the student entered the school until reporting date or exit date.

Functional, Policy or Legal Description

N.J.A.C. 6A:32-8.3

Is this Data Element Required?

Within SID Management, field is mandatory for all *inactive* students.

Acceptable Values

Type: Numeric
Minimum Length: 1
Maximum Length: 5

Whole and half values between 1 and 366

Validation Checks

- An error will occur if field is left blank for inactive students.
- If Status is "I", student must have CumulativeDaysInMembership filled in as of the last day the student attended school.
- If Status is "I" and SchoolExitWithdrawalCode is D10, indicate a 0 for this data element.
- The value of 0 will be accepted from the opening of the new school year to September 15 of the reporting year to allow proper inactivation of students who registered, or were promoted with the intent to attend your LEA but never showed for the start of the school year.

Additional Notes

- Half days should be identified as .5 (e.g. 124.5 cumulative days in membership).
- Extended school year should not be counted in the cumulative days in membership.
- This field is optional for Non-Public students.
- It is possible for students to have a value of 1 or greater Cumulative Days In Membership but zero Cumulative Days Present and Cumulative Days Towards Truancy. Cumulative Days In Membership is the number of days the student could have attended. The count will commence the first day the student was expected to start, even if they do not actually start. The count will end the day the student is dis-enrolled.

Common Errors

Error Message: Field must be left blank for active students in SID Management. Cumulative Days in Membership must be submitted to State Submission for active students.
Resolution: Click on the Edit button and delete the values leaving the field blank then click on the Update button.

Warnings

- CumulativeDaysInMembership should not be less than 10 days from the first day of school until October 15th reporting period. Are you sure this data was entered accurately?
- CumulativeDaysInMembership should not be less than 30 days from the first day of school until end of school June 30th reporting period. Are you sure this data was entered accurately?

CumulativeDaysPresent

Definition of Data Element

The number of days an individual is present when school is in session during a given reporting period.

Functional, Policy or Legal Description

N.J.A.C. 6A:32-8.3

Is this Data Element Required?

Within SID Management, field is mandatory for all *inactive* students.

Acceptable Values

Type: Numeric
Minimum Length: 1
Maximum Length: 5

Whole and half values between 0 and 366

Validation Checks

- An error will occur if field is left blank for inactive students.
- If Status is "I" student must have CumulativeDaysPresent filled in as of the last day the student attended school.
- If Status is "I" and SchoolExitWithdrawalCode is D10 indicate a 0 for this data element.

Additional Notes

- Half days should be identified as .5 (e.g. 124.5 cumulative days present).
- Extended school year should not be counted in the cumulative days present.
- This field is optional for Non-Public students.

Common Errors

Error Message: Field must be left blank for active students in SID Management. Cumulative Days Present must be submitted to State Submission for active students

Resolution: Click on the Edit button and delete the values leaving the field blank and click on the Update button

Warnings

- CumulativeDaysPresent should not be less than 10 days from the first day of school until October 15th reporting period. Are you sure this data was entered accurately?
- CumulativeDaysPresent should not be less than 30 days from the first day of school until end of school June 30th reporting period. Are you sure this data was entered accurately?

Definition of Data Element

The number of school days an individual is absent and falls under the Local Education Agency (LEA) definition of truant.

Functional, Policy or Legal Description

N.J.A.C. 6A:16-7.8

Is this Data Element Required?

Within SID Management, field is mandatory for all *inactive* students.

Acceptable Values

Type: Numeric
Minimum Length: 1
Maximum Length: 5

Whole and half values between 0 and 366

Validation Checks

- An error will occur if field is left blank for inactive students.
- If Status is "I" student must have CumulativeDaysTowardsTruancy filled in as of the last day the student attended school.
- If Status is "I" and SchoolExitWithdrawalCode is D10 indicate a 0 for this data element.
- This field is optional for Non-Public students.

Additional Notes

- Half days should be identified as .5 (e.g. 124.5 cumulative days towards truancy).
- Extended school year should not be counted in the cumulative days towards truancy.
- Under *N.J.A.C.* 6A:16-7.8, Attendance. These regulations define truancy as 10 or more "*unexcused absences*" [*N.J.A.C.* 6A:16-7.8(a)4iii] and establish standards for school responses to "*unexcused absences*." Under these regulations, "unexcused absences" are defined by the district board of education (pursuant to *N.J.A.C.* 6A:16-7.8(a)3). These district-defined unexcused absences that are reported on the New Jersey School Report Card include the following types of instances:
    No Parent Permission – The parent <u>did not give permission</u> for the student to be absent from school (e.g., the student left home with the stated intent of going to school, but did not attend school); or
    Parent Unable to Enforce - The parent was <u>unable to enforce</u> the student's attendance at school (e.g., the student refused to attend school); or
    Parent Removal Without Approval – The parent <u>kept the student from attending school </u>(e.g., to take a trip, to go to the doctor, to care for a family member, to fulfill a family obligation, to pursue other educational opportunities) <u>without obtaining approval</u> from school officials, in accordance with the board of education's definition of and procedures for unexcused absences.

Common Errors

N/A

TuitionCode	**NJDOE Number** **67**

Definition of Data Element

An indicator of the source of payment for a student.

Functional, Policy or Legal Description

NJDOE, Division of Finance

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Numeric
Minimum Length: 2
Maximum Length: 2

01 = Paid by another school district
02 = Paid by parents
03 = Paid by state institutions or other agencies
04 = Tuition free: child of a teaching staff member
05 = Tuition free: all other tuition free students except codes 04 and 06
06 = Paid by the state: a non-resident student attending a choice district
07 = Charter school student: tuition is based on resident district of the charter school

Validation Checks

- Leave NULL if not applicable for a student.
- Code must conform to codes listed or error will occur.

Additional Notes

- Students that are new to a charter school and are coming from a non-public school must have Tuition Code 03 filled in for the first year. Once that student completes the first school year of attendance at the charter, the tuition code should be changed to "07".
- Students received from a K-6 or K-8 district do not need to enter a Tuition Code unless their tuition is paid by another entity other than the district of residence. However, it is important that that resident district information reflects the actual district the student lives in and attending information is the school of attendance.
- This field is optional for Non-Public students.
- This field should be left blank for preschoolers being who are referred for special education services but have not yet been evaluated.

Common Errors

Error message: Field cannot have a value of 06 if you are not identified as being a Choice District.
Resolution: If District Code Submitting is not listed in the "Choice Districts" tab that is posted in the NJ SMART CDS document, then TuitionCode cannot have a value of 06. If the District Code Submitting IS in the list of Choice Districts, the TuitionCode can be any value (including 06).

FreeandReducedRateLunchStatus	NJDOE Number **45**

Definition of Data Element

For students in schools that are **not** participating in the **Community Eligibility Provision**, an indication of a student's eligibility for the national school lunch program (free and reduced price breakfast, lunch, and milk programs) on the date of submission according to the income guidelines provided by the US Department of Agriculture, regardless of enrollment in the program.

For students in schools that **are** participating in the **Community Eligibility Provision**, an indication of a student's household income on the date of submission as determined by the NJDOE Household Information Survey or Direct Certification. Since all students in these schools receive free lunch regardless of income, the student's reported status must be based on household income.

http://www.fns.usda.gov/school-meals/community-eligibility-provision

Functional, Policy or Legal Description

No Child Left Behind Act of 2001: 20 USC 6399. NJDOE, Division of Finance

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 1

Student in a school **not** participating in the Community Eligibility Provision:

N = Not Eligible (refers to students who pay full price)
F = Enrolled in Free Lunch
R= Enrolled in Reduced Rate Lunch

Student in a school **participating** in the Community Eligibility Provision:

N = Household income is above 185% of federal poverty level.
F = Household income is at or below 130% of federal poverty level as determined by the NJDOE Household Information Survey or Direct Certification.
R = Household income is above 130% of federal poverty level and at or below 185% of federal poverty level as determined by the NJDOE Household Information Survey.

Validation Checks

- An error will occur if field is left blank.

Additional Notes

- Some Federal and State funding are calculated using this data.
- As a reminder, eligibility forms should be completed for students even if the school does not participate in the program.
- This field is optional for Non-Public students.

- This field should be left blank for preschoolers being who are referred for special education services but have not yet been evaluated.
- The definition of the accpetbale values depends on if the school participates in the Community Eligibilty Provision.

Common Errors

N/A

GradeLevel

Definition of Data Element

The grade level or primary level of instruction a student receives in a school or an educational institution during a given academic session.

Functional, Policy or Legal Description

NJDOE, Division of Finance

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha
Minimum Length: 2
Maximum Length: 2

3H = Half-day Pre-school 3 years old	03 = Grade 3
3F = Full-day Pre-school 3 years old	04 = Grade 4
4H = Half-day Pre-school 4 years old	05 = Grade 5
4F = Full-day Pre-school 4 years old	06 = Grade 6
5H = Half-day Pre-school 5 years old	07 = Grade 7
5F = Full-day Pre-school 5 years old	08 = Grade 8
DH = Half-day Transitional/Developmental Kindergarten	09 = Grade 9
DF = Full-day Transitional/Developmental Kindergarten	10 = Grade 10
KH = Half-day Kindergarten	11= Grade 11
KF = Full-day Kindergarten	12 = Grade 12
PF = Full-day Transitional Grade 1/Pre-First	PG = Post Graduate
01 = Grade 1	A1 = Adult High School (1 – 14 credits)
02 = Grade 2	A2 = Adult High School (15 or more credits)

Validation Checks

- Error will occur if student has GradeLevel of Pre-Kindergarten through 12th grade and DateOfBirth ages him or her outside of reasonable parameters (under 2 years old or over 22 years old).
- An error will occur if field is left blank.
- If ProgramTypeCode is a Regular County Vocational School Grade value (34-37), and the student is enrolled in the vocational school full time, GradeLevel must match to the corresponding ProgramTypeCode. For example if the ProgramTypeCode is 34, GradeLevel must be 09..

Additional Notes

- All students must be assigned a grade level, including special education students per direction of NJDOE as of October 2004.

- Code half-day Transitional/Developmental Kindergarten as "DH" and full-day Transitional/Developmental Kindergarten as "DF".
- Code Transitional Grade 1/Pre-First as "PF".
- Transitional Grade 1/Pre-First is a full day program only.
- NJ SMART will capture every student that appears on the school register, which includes postsecondary students as well as those attending an Adult High School.
- Adult High School student should be classified according to the number of credits for which the student is enrolled.
- This data element is mandatory for all Non-Public students.
- This field should be left blank for preschoolers being who are referred for special education services but have not yet been evaluated.
- If the student's Special Education classification is 12 (Preschool Child with a Disability) then Grade Level must equal a preschool grade level (3H, 3F, 4H, 4F, 5H, 5F) and either a regular preschool Program Type Code or one of the special education preschool Program Type Codes (3H, 3F, 4H, 4F, 5H, 5F, 32, or 33).

Common Errors

Error message: Grade Level submitted for this student does not correspond to acceptable grade levels identified for the Attending School submitted in SID Management.
Resolution: Check the SID Snapshot Records page to make sure the County, District, and School Code (CDS) Attending is the correct code. Cross reference the document County District School on the Grades Offered tab to make sure the grade is an acceptable grade for the school.

Error message: Students age is outside of reasonable parameters.
Resolution: Students age cannot be outside of the age acceptable for the given grade level.

Error Message: Field must have a value of 3H, 3F, 4H, 4F, 5H, or 5F if Special Education Classification is 12.
Resolution: Check the student's classification, if they are a preschool student receiving special education services then the Grade Level should be one of the following values: 3H, 3F, 4H, 4F, 5H, or 5F.

ProgramTypeCode

Definition of Data Element
The primary program of instruction for the student.

Functional, Policy or Legal Description
New Jersey Administrative Code (NJAC 6:3)

Is this Data Element Required?
Field is mandatory for all students.

Acceptable Values

Type: Alpha
Minimum Length: 2
Maximum Length: 2

3H = Half-day Pre-school 3 years old	PG = Post Graduate
3F = Full-day Pre-school 3 years old	A1 = Adult High School (1 – 14 credits)
4H = Half-day Pre-school 4 years old	A2 = Adult High School (15 or more credits)
4F = Full-day Pre-school 4 years old	18 = Cognitive-Mild Special Class
5H = Half-day Pre-school 5 years old	19 = Cognitive-Moderate Special Class
5F = Full-day Pre-school 5 years old	20 = Learn and/or Lang Disabilities-Mild/Moderate Special Class
DH = Half-day Transitional/Developmental Kindergarten	22 = Behavioral Disabilities Special Class
DF = Full-day Transitional/Developmental Kindergarten	23 = Multiple Disabilities Special Class
KH = Half-day Kindergarten	24 = Learn and/or Lang Disabilities – Severe Special Class
KF = Full-day Kindergarten	25 = Auditory Impairments Special Class
PF = Full-day Transitional Grade 1/Pre-First	28 = Visual impairments Special Class
01 = Grade 1	30 = Autism Special Class
02 = Grade 2	31 = Cognitive-Severe Special Class
03 = Grade 3	32 = Full Day Preschool Disabilities Class
04 = Grade 4	33 = Half Day Preschool Disabilities Class
05 = Grade 5	34 = Regular County Vocational School Grade 9
06 = Grade 6	35 = Regular County Vocational School Grade 10
07 = Grade 7	36 = Regular County Vocational School Grade 11
08 = Grade 8	37 = Regular County Vocational School Grade 12
09 = Grade 9	38 = Special Education County Vocational
10 = Grade 10	56 = Full-Time Postsecondary Vocational
11= Grade 11	57 = Part-Time Postsecondary Vocational

ProgramTypeCode	NJDOE Number **33**
12 = Grade 12	NE = Not Enrolled, Fulfilling Graduation Requirements

Validation Checks

- An error will occur if this field is left blank.
- If ProgramTypeCode is a Regular County Vocational School Grade value (34-37), and the student is enrolled in the vocational school full time, ProgramTypeCode must match to the corresponding Grade Level.

Additional Notes

- Program Type Code NE should be used for students that have completed course work, but need to fulfill additional graduation requirements (e.g., student needs to take the HSPA). Only students with a Grade Level of 12 can be submitted with a Program Type Code of NE. Note: Students with a Program Type Code of NE are not eligible for state funding.
- Transitional Grade 1/Pre-First is a full day program only.
- This field is optional for Non-Public students.
- This field should be left blank for preschoolers being who are referred for special education services but have not yet been evaluated.
- If the Special Education Classification is 12 then the Program Type Code must be one of the following values: 3H, 3F, 4H, 4F, 5H, 5F, 32 or 33.

Common Errors

Error message: Field cannot have a value of PG if Special Education Classification is filled in.
Resolution: Change the code to fit the acceptable grade level for Special Education student.

Error message: Field must have a value of 18-33 or 38 if student has a Grade Level other than those listed as acceptable for the School Code Attending. If student is not in a program that corresponds to the values 18-33 or 38, then the Grade Level must be a valid grade specified for the Attending School.
Resolution: Check the SID Snapshot Records page to make sure the correct codes for the CDS Attending fields correspond to the Grades Offered tab in the CDS document.

Error Message: Program Type Code must match exactly what was submitted for Grade Level with the exception of Special Education Students.
Resolution: Check the Grade Level field to make sure the correct grade level was submitted.

Error Message: Field must have a value of 3H, 3F, 4H, 4F, 5H, 5F, 32 or 33 if Special Education Classification is 12.
Resolution: Check the Grade Level to make sure the student is in preschool and that they are a special education student. If so, then change the Program Type Code to one of the following values: 3H, 3F, 4H, 4F, 5H, 5F, 32 or 33.

Retained

Definition of Data Element

An indication that the student is repeating their current grade level.

Functional, Policy or Legal Description

NJDOE, Division of Finance, Division of Assessment

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha
Minimum Length: 1
Maximum Length: 1

Y = Yes
N = No

Validation Checks

- An error will occur if this field is left blank.

Additional Notes

- Only enter "Y" if the student is repeating their current grade level.
- For EOY SID Snapshot, students that are not currently repeating their grade level but will be retained in the upcoming year should be reported with an "N". These students should not be reported as "Y" until the start of their next school year.
- This field is optional for Non-Public students.
- This field should be left blank for preschoolers being who are referred for special education services but have not yet been evaluated.

Common Errors

N/A

SpecialEducationClassification

Definition of Data Element
The outcome of eligibility assessment for special education and related services.

Functional, Policy or Legal Description
NJDOE, Office of School Funding, and Office of Special Education Programs, Administrative Code 6A:14-3.5 and 6A:14-3.

Is this Data Element Required?
Field is mandatory for all students evaluated for special education eligibility.

Acceptable Values

Choose a two-digit code in the left column that corresponds to the classification category for the student:

Code	State Category	Federal Category
99	Declassified/Returned to Regular Education	N/A
00	Determined Ineligible	N/A
01	Auditorily Impaired	Hearing Impairments
02	Autistic	Autism
03	Cognitively Impaired – Mild Cognitive Impairment	Intellectual Disability (formerly Mental Retardation)
04	Cognitively Impaired – Moderate Cognitive	Intellectual Disability (formerly Mental Retardation)
05	Cognitively Impaired – Severe Cognitive Impairment	Intellectual Disability (formerly Mental Retardation)
06	Communication Impaired	Speech or Language Impairments
07	Emotionally Disturbed	Emotional Disturbance
08	Multiply Disabled	Multiple Disabilities
09	Deaf-Blindness	Deaf-Blindness
10	Orthopedically Impaired	Orthopedic Impairments
11	Other Health Impaired	Other Health Impairments
12	Preschool Child with a Disability	Developmental Delay
14	Specific Learning Disability	Specific Learning Disabilities
15	Traumatic Brain Injury	Traumatic Brain Injury
16	Visually Impaired	Visual Impairments
17	Eligible for Speech-Language Services	Speech or Language Impairments

Validation Checks

- Code 00 should only be entered for students whose initial eligibility outcome was determined ineligible.
- If student is age 3 and 4, then field must be code 12 (Preschool Child with a Disability).
- If student is age 6 and above, then field cannot be code 12 (Preschool Child with a Disability).
- SpecialEducationClassification code 13 (Social Maladjustment) is no longer a valid value.

Additional Notes

- If student has been evaluated and determined ineligible for special services, then field must be code 00 (Determined Ineligible).
- Students that were previously in special education, but have since been declassified as of the submission snapshot date, should be submitted with code 99.
- If eligibility of student has not yet been determined as of the submission snapshot date, then field must be blank.
- This field is mandatory for all Non-Public students.
- This field should be left blank for preschoolers being who are referred for special education services but have not yet been evaluated.
- During the fall collection the Special Education Classification code is based on the student's status as of the October 15 SID Snapshot. If the student is classified by October 15 than this field should be completed and the Special Education Classification reported to the Official Special Education Submission should match the student's classification as of October 15.

Common Errors

Error message: Special Education Classification must match the code submitted to the Special Education Submission.
Resolution: Check to make sure the codes submitted to the Special Education Submission match. If the codes match click on the Edit button and click the Update button and the error will be resolved. If the codes do not match check to see the correct classification for this student and make sure that the code is the same in both submissions.

Error message: Field cannot be left blank if Non-Public has NREC or REC.
Resolution: Input the correct classification for non-public student.

Error message: When field has a value and student is age 4 or younger, value must be 12 (Preschool Child with a Disability)
Resolution: Check the student's Date of Birth and make sure that 12 is reported as the classification if they are 4 years of age or younger.

Error Message: Field cannot have a value of 12 if Grade Level is between 01-12.
Resolution: Check the Grade Level of the student. If they are in preschool with the Special Education Classification of 12, the acceptable values for Grade Level are 3H, 3F, 4H, 4F, 5H, or 5F.

LEPProgramStartDate

Definition of Data Element

The year, month, and day on which a student is identified by the district as being in need of Limited English Proficient services and/or a program based on multiple criteria as defined by N.J.A.C. 6A:15-1.10. This includes students being served in a language assistance program as well as students whose parents have refused language assistance program services.

Functional, Policy or Legal Description

NJDOE, Office of Supplemental Educational Programs. N.J.A.C. 6A:15-1.10

Is this Data Element Required?

Field is mandatory for all students who have been identified as being in need of LEP services and/or a program including students being served in a language assistance program and students whose parents have refused language assistance program services.

Acceptable Values

Type: Date
Minimum Length: 8
Maximum Length: 8

Validation Checks

- An error will occur if the format does not include a four digit year followed by a zero-filled two position month, followed by a zero-filled two position day (i.e. 20010128).
- An error will occur if date occurs in the future.
- An error will occur if LEPProgramStartDate is a date after LEPProgramCompletionDate.

Additional Notes

- Date must be in YYYYMMDD format. Do not include any separators such as "/" or"-".
- The field should be *NULL*, if not applicable.
- The field may be *NULL* for students who exited a language assistance program or have been determined to no longer need LEP services and/or a program greater than two years in the past.
- This field must be reported for all Special Education Non-Public students that have been identified as Limited English Proficient.
- This field must be filled in for all identified students regardless of whether parental consent has been obtained.
- This field must be based on the time the student was identified as being in need of LEP services and/or a program in the current district.

Common Errors

N/A

LEPProgramCompletionDate

Definition of Data Element

The year, month, and day on which a student successfully completes a Limited English Proficient program or is determined to no longer be in need of LEP services and/or a program based on multiple criteria as defined by N.J.A.C. 6A:15-1.10.

Functional, Policy or Legal Description

NJDOE, Office of Supplemental Educational Programs. N.J.A.C. 6A:15-1.10

Is this Data Element Required?

Field is mandatory for all students who have successfully completed an LEP program or have been determined to no longer need LEP services and/or a program.

Acceptable Values

Type: Alpha Numeric
Minimum Length: 7
Maximum Length: 8

YYYYMMDD - Date in which student completed LEP Program
REFUSED – Students were placed into a LEP Program but the parents refused services

Validation Checks

- An error will occur if the format does not include a four digit year followed by a zero-filled two position month, followed by a zero-filled two position day (i.e. 20010128).
- An error will occur if LEPProgramCompletionDate has a value and LEPProgramStartDate is NULL.

Additional Notes

- If the student was placed into a LEP Program and the parent refused services reported REFUSED.
- Date must be in YYYYMMDD format. Do not include any separators such as "/" or"-".
- The field should be *NULL*, if not applicable.
- The field may be *NULL* for students who exited a language assistance program or have been determined to no longer need LEP services and/or a program greater than two years in the past.

Common Errors

N/A

Definition of Data Element

An indication of whether or not a student is receiving or not receiving services under an individual service plan when that student has been parentally placed into a sectarian or non-sectarian private school and also has been determined eligible for special education and related services.

Functional, Policy or Legal Description

Individual With Disabilities Education Act of 2004, P.L. 108-446

Is this Data Element Required?

Field is required for special education students placed by their parents in a sectarian or non-sectarian private school.

Acceptable Values

Type: Alpha
Minimum Length: 0
Maximum Length: 4

REC = Yes, student has been determined eligible and is receiving services
NREC = Yes, student has been determined eligible, but is *not* receiving services
[blank] = Leave element blank if student is not special education and not parentally placed in a private school

Validation Checks

- See each Additional Notes under each data element to determine if it is required for Non Public Students

Additional Notes

- Field should be left blank for all students other than those parentally placed in a sectarian or non-sectarian private school that may or may not receive special education services.

Common Errors

Error message: If field has a value of REC or NREC, then SpecialEducationClassification must be filled in. Students enrolled in an LEP Program must also have the LEP Program Start Date and LEP Program Completion Date filled in, if appropriate
Resolution: Check the SpecialEducationClassification field in SID Management and make sure the field is completed**.**

ResidentMunicipalCode

Definition of Data Element

The resident municipality of the student. The code is unique to the municipality as defined by the NJ Department of the Treasury.

Functional, Policy or Legal Description

NJDOE, Division of Finance

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Numeric
Minimum Length: 4
Maximum Length: 4

For a list of current Municipal Codes please refer to:
https://www.njsmart.org

Validation Checks

- An error will occur if field is left blank.

Additional Notes

- Code must conform to codes listed or error will occur.

Common Errors

Error Message: Code does not conform to values specified.
Resolution: Check the County, District, School Codes document on the District Info tab for the correct values.

MilitaryConnectedStudentIndicator

NJDOE Number
220

Definition of Data Element

An indication that the student's parent or guardian is on Active Duty, in the National Guard, or in the Reserve components of the United States military services.

Functional, Policy or Legal Description

NJDOE, Division of Finance

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Numeric
Minimum Length: 1
Maximum Length: 1

1 = Not Military Connected – Student is not military-connected.
2 = Active Duty - Student is a dependent of a member of the Active Duty Forces (full-time) Army, Navy, Air Force, Marine Corps, or Coast Guard.
3 = National Guard Or Reserve - Student is a dependent of a member of the National Guard or Reserve Forces (Army, Navy, Air Force, Marine Corps, or Coast Guard).
4 = Unknown - It is unknown whether or not the student is military-connected.

Validation Checks

- An error will occur if field is left blank.
- Valid values for this field are 1, 2, 3, and 4.

Additional Notes

- If the student is not military connected, report 1.

Common Errors

Error Message: Field cannot be left blank.
Resolution: Field needs to be filled in with a 1, 2, 3, or 4 value.